

JOB VACANCY NOTICE

U.S. Interests Section
Havana, Cuba

January 7, 2011

JOB OPPORTUNITY

Ref. LCN 11/02

OPEN TO: All Interested Candidates
POSITION: Mechanic Electrician, LCN-05
OPENING DATE: January 7, 2011
CLOSING DATE: January 21, 2011 (or until filled)
WORK HOURS: Full-time; 39 hours/week
SALARY: Actual salary will be based on the grade of the position.

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST BE RESIDING IN CUBA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Interests Section (USINT) in Cuba is seeking Cuban citizens or individuals with the required work permit for employment in Cuba for the positions of Mechanic Electrician in the Facilities Maintenance Office.

BASIC FUNCTION OF POSITION

The employee carries out assignments of moderate scope and difficulty to provide assistance in the following areas in USINT's Facilities Maintenance Office:

Installation, maintenance and repair of electrical equipment.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, extension 2417.

QUALIFICATIONS REQUIRED

- 1) Completion of Elementary School is required. Completion of vocational training or apprenticeship recognized producing journeyman mechanic skills, or experience is required.
- 2) Two years experience as electrician at the journeyman level is required.
- 3) Level II (Limited Knowledge) sp/read English and Level III (Good Working Knowledge) sp/read Spanish is required. (Test to be administered by HR)
- 4) Must have full journeyman knowledge of established practices as electrician..

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency (employment eligibility) status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for employment (DS 174); or
2. A current resume or curriculum vitae that provides the same information as an DS 174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

USINT Human Resources Management Office

POINT OF CONTACT

Telephone: 833-3551/59 Extension 2417

FAX: 833-2095

14 FAM 511.3: Eligible family members (EFM):

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are unmarried and incapable of self support. The term “children” shall include natural offspring, step-children, adopted children, and those under permanent legal guardianship (at least until age 18), or comparable permanent custody arrangement, of the employee or spouse or domestic partner as defined in 3 FAM 1610 when dependent upon and normally residing with the guardian or custodial party; ... and
- (4) Spouse or same-sex domestic partner as defined in 3 FAM 1610.

3 FAM 7120: U.S. citizen eligible family member (USEFM): For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:

- (1) U.S. citizen; and
- (2) The spouse *or domestic partner (as defined in 3 FAM 1610)* of the sponsoring employee, or a child of the sponsoring employee who is an unmarried *child* at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form SF-1190, *Foreign Allowances Application, Grant and Report*, processed authorizing ISMA.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed service member's travel orders *who do not meet all of these criteria* are not USEFMs or AEFMs for purposes of 3 FAM 8200.

CLOSING DATE FOR THIS POSITION: January 21, 2011

The United States Interests Section in Havana, Cuba provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

